

**Suggested Format for
Year 4 6-Month Progress Report
Program Announcement CDC-RFA-DP08-801**

Improving Health and Educational Outcomes of Young People

OVERVIEW

The Interim Progress Report consists of two separate reports: the Year 5 Continuation Application and the Year 4 6-Month Progress Report. The following guidance addresses the Year 4 6-Month Progress Report portion of the Interim Progress Report. Guidance for the Year 5 Continuation Application will be sent under a separate cover.

We appreciate your time and effort in preparing the 6-Month Progress Report for Program Year 4 (March 1, 2011 - August 31, 2011).

Your Year 4 6-Month Progress Report is due to CDC/DASH on **October 3, 2011**. Please send your Year 4 6-Month Progress Report as an attachment through email to your DASH Project Officer. Submitting your Year 4 6-Month Progress Report six weeks earlier than the Year 5 Continuation Application allows your DASH Project Officer and other content experts in DASH to provide feedback and technical assistance to help in planning and improving your program.

Your report will help us demonstrate the impact of funding in the first six months of the Year 4 project period. A suggested format is provided for you. If another format is used it should contain the information requested below. If you have any questions, please contact your DASH Project Officer.

Year 4 6-MONTH PROGRESS REPORT – Program Year 4 (March 1, 2011 - August 31, 2011)

The Year 4 6-Month Progress Report template is attached.

Provide a separate section for each priority area for which you receive funding (YRBS, HIV, Abstinence Supplemental, CSHP, Asthma, NPD).

List all current objectives under each goal related to the project year funded under this award. For each objective, indicate if it has been met, is in progress, was not met, was modified, or was unfunded. Whether you meet an objective or not is less important than your analysis of how and why your activities or program emphasis changed based on strategic planning and your situational assessment. Be sure to explain the rationale and expected outcomes of modifications cited.

- If an objective has been met, based on the data and information presented, provide a brief summary of the results of the activities that took place (for example the accomplishments, successes, populations served, activities undertaken, and the collaborative partners involved).
- If an objective is in progress, provide a brief summary of the activities that have taken place to date and any barriers encountered.
- If an objective has not been met, describe when the activities will take place and any barriers encountered.
- If an objective has been modified, describe how the objective has been modified, the rationale, expected outcomes, and the new timeline for meeting that objective.
- If an objective has been unfunded, indicate that the work will not be undertaken.

When providing a brief summary of the activities accomplished for each objective, it is NOT necessary to respond to each activity. **We are looking for comprehensive feedback that reflects your overall progress in meeting the objective.**

We recommend that you include appendices *only as needed* by providing web links within your interim report to share tools, brochures, fact sheets and/or new policies. **Please do not provide any paper documents.**

Please use this report as an opportunity to communicate about your project in a way that will help your project officer and others at DASH in understanding your unique situation, opportunities, barriers, and successes. Reports are often used by DASH to advocate for your program/agency and identify opportunities for technical assistance.

Address the following areas briefly at the end of your Year 4 6-Month Progress Report reflecting the 6 month period: major successes, major obstacles and solutions, and/or major programmatic changes. **Only include this information one time.**

- Major successes - briefly describe the successes you experienced and how those influenced your program.
- Major obstacles and solutions - briefly discuss the obstacles encountered and solutions you implemented to address obstacles and achieve program objectives.
- Major programmatic changes - briefly describe any changes in the program such as key personnel, resources, and/or methodology and how you addressed those changes.

If you have a success story from the first 6 months of Year 4 to submit for your annual requirement, you are welcome to submit it at this time.

- Success Story guidance and examples can be accessed online at:
<http://www.cdc.gov/HealthyYouth/stories/index.htm>.
- Success Story template can be accessed at:
http://www.cdc.gov/dash/reporting_guidance/docs_pdfs/success_story_template.doc.

KEY POINTS TO REMEMBER

1. Program objectives and activities should align with the program announcement recipient activities identified in Funding Opportunity Announcement DP08-801.
2. The Interim Progress Report consists of two separate reports: The Year 5 Continuation Application and the Year 4 6-Month Progress Report. Each report has different due dates and has different submission requirements.
3. Please send your Year 4 6-Month Progress Report as an attachment through email to your DASH Project Officer on or before October 3, 2011. You do not need to include a cover letter and signatures with that submission.
4. Official submission of the Year 5 Continuation Application is required on or before November 15, 2011. It must be submitted as an attachment through www.grants.gov. Please submit your Year 5 Continuation Application and other related documents, and include a cover letter with signatures of your program director and authorized business official.